

Global Learning Partners' SURE-Fire Meetings Course | A Snapshot

Day One: Focus on Meeting Design	The Objectives <i>By the end of the workshop, you will have:</i>
Organizing Meetings	Named ways to strengthen three phases of a meeting.
Preparing for a Meeting	Practiced using an intentional framework to prepare for an upcoming meeting.
Clear Expectations and Achievements	Clarified expectations and written achievements for a meeting.
Voices of Meeting Participants	Distinguished among three possible voices people may have during a meeting.
When Is a Meeting the Best Way to Go?	Assessed whether a Meeting is the Best Way to Go.
SURE-Fire Meeting Elements	Explored how to make meetings more safe, useful, respectful and engaging for <i>all</i> members.
Day Two: Focus on Meeting Facilitation	
Masterful Facilitation	Described ways that master facilitators can advance a meeting before it begins.
Meeting Membership	Proposed ways for meeting members to support an effective meeting.
Facilitation Skills and Techniques	Proposed skills and techniques for facilitators in challenging settings.
Decision-Making Models	Compared various decision-making models available.
Dialogue	Experienced breathing life into a dialogue around tough issues.
Meeting Closure	Planned ways to close a meeting effectively.
Essential Follow-up	Practiced ways to encourage essential follow-up

Contact GLP for more information about these courses, including customizations to best meet your organization's learning needs, resources, and participant availability.